2017 – 2018 Programming Assistant Position Description

I. Position Overview

The Programming Assistant (PA) position is a 20-hour per week, live-in, student leader position with Housing & Residential Education within the Division of Student Affairs at the University of Utah. A PA develops an inclusive and engaged community where all members thrive. PAs support residents regardless of race, class, gender, sexual orientation, religion, age, size, ability, and a variety of other issues surrounding identity on campus.

As a team, the Programming Assistants get residents to stay and play; creating late-night, weekend events that support collegiate success, foster a culture of belonging, promote personal development, and stimulate civic engagement.

A Programming Assistant is supervised by the Graduate Assistant for Educational Initiatives and works collaboratively within a team of Programming Assistants.

II. Duties & Responsibilities

1. Community Development Strategies

- On an on-going basis, directly outreach to residents to ensure each resident thrives at the U.
- Implement pre-made lesson plans through a variety of strategies: hosting large-scale events, managing social media, making promotional materials and "door badges", and planned intentional conversations.
    - o Engage students in conversation promoting and during events.
- Align all strategies with a residential curriculum to promote collegiate success, culture of belonging, civic engagement, and personal development
- Execute assessment techniques including logging information and recording data from outreach.
- Engage students and staff while being inclusive of identities (race, ethnicity, age, socio-economic status, gender identity/expression, sexual orientation, religion, country of origin, etc.)
- Support HRE strategies: Resident Advisors, Social Justice Advocates, and Residence Hall Association.
    - o Promote and attend RHA opening events in August.
    - o Promote and attend at least one RHA and SJA event per semester.
    - o Actively participate in their own residential community under the leadership of a Resident Advisor.
- Foster community belonging by being present (ie. using an open door policy) and getting others to stay and play.
- Role model healthy behaviors- i.e. sleep, balancing academic and social life, class attendance, etc.

2. Supervision

- Meet on a weekly basis with direct supervisor in a one-on-one meeting.
- Attend weekly staff meetings on Mondays from 9:00pm-11:00pm, while class is in session.
- Discuss time off/nights away with your supervisor. SJAs are expected to be in the community no later than 2:00 am every night, including weekends, with a maximum of 16 nights away a semester.
- Attend all scheduled trainings, including summer online modules and an intensive in-person training prior to fall semester, Sunday August 6th 2017 – Sunday August 20th 2017.

3. Administrative Tasks

- Event planning and logistics including marketing, set-up, hosting, take-down, and assessment.
- Ethically use resident personal information, keys and building access.
- Complete necessary forms, transition reports, and paperwork including ethical budget management.
- Consistently check and promptly respond to e-mails.

- Other duties as assigned including: managing social media, attending Student Leader Council, and writing Of-The-Month nominations, promoting the annual Resident Feedback Survey, etc.

4. **Community Relations**
- Acquire working knowledge and refer residents of university resources.
- Maintain positive communication with residents, students, and professional staff including Housing & Residential Education Administrative Services staff and maintenance and custodial teams.
- Coordinate or represent the department on committees such as recruitment activities, interviews, student leader council or other projects as assigned and or/outlined.

5. **Emergency/Crisis Response & Policies**
- Adhere to policies and procedures in the Heritage Commons Residence Hall & Apartment Policies.
- Understand and implement responsibilities as a Campus Security Authority.
- Respond to emergency situations as directed by HRE Staff and emergency responders.

III. Position Requirements
- Maintain full-time student status of at least 12 and no more than 18 undergraduate credit hours per semester. For graduate level students, maintain at least 9 and no more than 12 credit hours.
- Serve for an academic year, early-August to mid-May with additional responsibilities in the summer prior.
- Maintain a rigorous commitment to collegiate success, including Grade Point Average expectations:
  o Hold and maintain a 2.5 GPA at the time of position acceptance and throughout their service.
- Remain free of any disciplinary sanctions imposed through the University conduct system
- Be in and remain in good financial standing with Housing & Residential Education.
- Limit other employment and extracurricular activities to 15 hours or less including travel time. If 10 or more of these hours are worked at the Peterson Heritage Center front desk or mailroom, then you are allowed up to 20 hours of extracurricular activities. All extracurricular activities and work commitments must be pre-approved through your A/REC.

IV. Compensation
- Programming Assistants receive a credit towards their Housing U account valued at the cost of a room in a 3 bedroom apartment in Shoreline Ridge or Benchmark Plaza. Any room may be selected to live in and the Social Justice Advocate is responsible for any additional cost of the room after the credit has been applied. Student Leaders are responsible for any fee associated with optional services requested. (ie. Bed Lofts)
- A Block 40 Meal Plan
- RHA dues